



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائٹم اسلامي لائف انشورنس لميٽيٽ  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

August 12, 2021

## Office Order No.:136-2021

For the greater interest of the Company, Ms. Afroza Akhter (2648), Office Assistant, Cash Section, Gazipur Full Fledged SC is hereby transferred to SB & OR Section, Policy Servicing Dept., Gazipur Full Fledged SC.

Ms. Afroza Akhter shall handover the overall charges to A.T.M waheduzzaman Khan (1034), DVP, Accounts Dept., Gazipur Full Fledged Service Centre.

Ms. Afroza Akhter is advised to report his joining to the J EVP & Incharge, Gazipur Zone by 17-08-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

A.T.M Waheduzzaman Khan (1034), DVP, Accounts Dept., Gazipur Full Fledged SC is hereby assigned to work at Policy Servicing Dept., and he will deal with Maturity Claims, Surrender, Lone, Death Claims Related works at the same premises in addition to his existing duties until further order.

Ms. Rozima Akhter (2648), Junior Officer, Policy Servicing Dept., Gazipur Full Fledged SC is hereby advised to work at Policy Servicing Dept., and he will do Dalil related works also.

**Mahmudur Rahman Talukder**  
Senior Vice President (HR & ADMIN)

RA

- A.T.M waheduzzaman Khan (1034), DVP
- Ms. Rozima Akhter (2648), Junior Officer
- Ms. Afroza Akhter (2648), Office Assistant

আর্থিক নিরাপত্তার সেতুবন্ধন



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- Ms. Afroza Akhter (2648), Office Assistant

**C.C. to: for kind information.**

1. The Chief Executive Officer.
  2. The DMD & CS.
  3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
  4. The AMD & Incharge, HR & Administration Dept.
  5. The SVP & Incharge, Finance & Accounts Dept.
  6. The SVP & Incharge, Policy Servicing & Claims Dept.
  7. Master file
  8. Office Order file
  9. Personal file
1. The JEV & Incharge, Gazipur Zone

আর্থিক নিরাপত্তার সেতুবন্ধন